

**TESDA EFFICIENCY AND INTEGRITY DEVELOPMENT PLAN  
2022-2026**

PROGRAM/PROJECT	ANNUAL VERIFIABLE TARGET/MILESTONE	RESPONSIBLE OFFICE	TIMELINE	ACTION PLAN
<b>A. Promoting Transparency</b>				
1. Posting in the TESDA Website of the following:				
a. Annual Network of all its Directors based on their submitted Statement of Assets, Liabilities & Networth (SALN)	Data posted in the website and updated	Human Resource Management Division (HRMD)/Administrative Service (AS)	Every end of the 2nd semester of each year	Designate officer to gather SALN every February of the year  Disseminate information on proper filling - up SALN through memorandum with stating the step by step guide on filling - up SALN  Provide clarificatory seminar on how to compute depreciation and get accurate data and prices of properties
c. Updated Citizen's Charter	Updated Charter posted in the TESDA website and TESDA premises	Committee on Anti-Red Tape; Management Division – FMS; PIAD, IAS, AS	March 31 of every year (ARTA MC 2019-02)	Review and update the Citizens Charter every two (2) years or as needed -Monitoring of the Number of Days -process cycle time included
d. Management Actions on COA Audit Report	Updated data posted	Accounting Division - FMS	Every end of the year of the previous COA Annual Report	Segregate for compliance as reported in the AOM to provide action taken/Status to FMS for consolidation 30 days after coordination of the AOM Report to respective offices.
e. Transparency Seal per general provisions of the General Appropriations Act (GAA), Section 93)				
e.1 Agency's mandates and functions, names of its Officials with their position and designation, and contact information	Updated data posted	HRMD/AS Corporate Planning Unit (CPU)/Planning Office (PO)	Every end of the month	HRMD ensure it is updated -tasks of office HRMD's records officer is designated as focal in ensuring regular update of HRMD's tasks and submitted to the CPU, PO
e.2 Annual Reports	Updated data posted	Corporate Planning Unit (CPU)/Planning Office (PO)		Planning Office as the lead in the Development, Design and Deployment of TESDA Reports and Publications to coordinate with all Operating Units on the submission of article /s for inclusion in the drafting of the Annual Report. The TWG shall also develop write-ups, narratives, and articles as required by the report being prepared and develop design concepts and layouts, and create visual elements that will complement the write-ups, narratives, and articles.



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e.3 Continuous implementation of the Zero and Performance-Based Budgeting System	Report submission and Monitoring of compliance	Internal Audit Service/ HRMD- AS/ CPU-PO	Yearly	Monitoring on the compliance of all PBB requirements
i. FAR No. 1: SAAOBDB	Report submitted and posted	Budget Division/FMS	30 days after the reference quarter	FMS to ensure that FAR No. 1 is submitted through the Unified Reporting System DBM website 30 days after the reference quarter and posted in the Transparency Seal 1 week after submission of hardcopy to the DBM.
ii. FAR No. 4: Monthly Report of Disbursements	Report submitted and posted	Accounting Division/FMS	30 days after the reference month	FMS to ensure that FAR No. 4 is submitted through Unified Reporting System DBM website 30 days after the reference quarter and posted in the Transparency Seal 1 week after submission of hardcopy to the DBM.
iii. BAR No. 1 - Quarterly Physical Report of Operations	Report submitted and posted	CPU/Planning Office	30 days after the reference quarter	Quarterly monitoring of accomplishments on all GAA indicators
iv. FAR No. 5: Quarterly Report on Revenue and Other Receipts	Report submitted and posted	Accounting Division/FMS	30 days after the reference quarter	AD FMS to ensure that FAR No. 5 is submitted and posted before the last day of the reference quarter
v. Financial Plan (BED 1)	Report submitted and posted	Budget Division/FMS	November 30 of the current year	BD FMS to ensure that BED No. 1 is submitted through the Unified Reporting System DBM website in the 4th week of November of the current year and posted in the Transparency Seal in the 1st week of December of the current year.
vi. Physical Plan (BED 2)	Report submitted and posted	CPU/Planning Office	November 30 of the current year	Designated focal shall coordinate with all concerned offices on the target for the succeeding year and request for posting on the website once approved.
vii. Monthly Cash Program/ Monthly Disbursement Program (BED 3)	Report submitted and posted	Budget Division/FMS	November 30 of the current year	BD FMS to ensure that BED No. 3 is submitted through the Unified Reporting System DBM website in the 4th week of November of the current year and posted in the Transparency Seal in the 1st week of December of the current year.



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e.4 Approved Budgets and Targets	GAA and targets posted	Budget Division/FMS CPU/Planning Office	Once received from DBM	BD FMS to ensure that GAA is posted once received from DBM or published in the Official Gazette of Philippines website.  The assigned focal to coordinate the uploading of the approved budgets and target in the website once received.
e.5 Programs, projects, activities, beneficiaries and status of implementation	Programs, projects, activities, beneficiaries and status of implementation are posted	CPU/Planning Office Office of Primary Responsibility (OPR)	30th day after reference quarter	All units shall practice After Activity Reports 5 days after the completion. It shall be submitted to the DG for information and records.
<b>e.6 Annual Procurement Plan</b>				
i. FY 2021 Annual Procurement Plan in the format prescribed under GPPB Circular No. 02-2020	Annual Procurement Plans submitted and posted	Procurement Division/AS	On or before January 31 of the current year	Procurement Section to send quarterly release reminders to all units concerned.
ii. FY 2021 Annual procurement Plan-Common-Use Supplies and Equipment as prescribed by DBM Memo Circular	Annual Procurement Plans submitted and posted	Procurement Division/AS	APP CSE on or before August 31 of the current year to be submitted at the Virtual Store Facility	BAC Section to provide reminders within one (1) month prior the deadline of posting.
iii. Posting of Bid Opportunities and Awards	Posted bids opportunities and awards in the following sites: TESDA Website  PHILGEPS  Conspicuous places within the vicinity of COROPOTI	Procurement Division/AS and its counterpart in the Regional/Provincial Offices and TESDA Schools	Seven (7) calendar days before bidding	BAC Section to ensure timely posting of Bid and Awards to the mentioned sites, within seven (7) calendar days prior the scheduled pre-bid conference or within three (3) calendar days, from the issuance of Notice of Award, as the case may be.
Automatic posting in the TESDA website the following:				
Registry of Certified Workers	Updated on Real Time, upon submission thru the T2MIS	Provincial Offices MITD-ICT Office	Daily, upon updating in the T2MIS	Provincial Office Processing Officer reviews entry against CAC documents and "submits" thru the T2MIS
Registry of Accredited Assessment Centers	Updated on Real Time, upon submission thru the T2MIS	Provincial Offices MITD-ICT Office	Upon updating in the T2MIS	Regional Director approves the Accreditation of Assessment Centers Provincial Office updates T2MIS
Compendium of Registered Programs	Number of registered program.	Certification Office (CO) MITD-ICT Office	Not later than 15th day of the succeeding month	Program Registration Division-Certification Office (PRD-CO) consolidates compendium every 8th day of the succeeding month and submits to the ICTO ICTO uploads in the TESDA website within 3 days upon receipt of the Compendium
Registry of NTTC Holders	Updated monthly within 3 days after submission to ICTO	Provincial Offices Certification Office (CO) MITD-ICT Office	Not later than 15th day of the succeeding month	PO UTPRAS focal encodes/updates the Registry of NTTC Holders under UTPRAS module
Registry of Regional Lead Assessors	Updated monthly within 3 days after submission to ICTO	Certification Office (CO) MITD-ICT Office	Upon accreditation of the Regional Lead Assessors	CAD-CO submits to the MITD-ICTO upon completion of the Accreditation of the Regional Lead Assessors, for posting in the TESDA website. ICTO uploads within 3 days upon receipt from CO.



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<b>B. Strengthening Accountability of TESDA's Officials and Employees</b>				
<b>1. Strengthening of System's Integrity and Efficiency</b>				
Use of biometric machine in attendance	Visual Inspection/ Attendance Report	HRMD-AS		Monitor the implementation
Periodic conduct of internal audit (management, operations and compliance audits)	Audit report submitted to the Director General	Internal Audit Service /ODG  NISP/ODG  Certification Office  Counterparts in the Regional Offices	Per audit plan and as needed	<p>For NISP Upon instructions of the Secretary, conduct inspection and verification activities and submit complete and acceptable reports within the required time frame/schedule.</p> <p>For Internal Audit Service (IAS)</p> <p><u>Conduct of Management and Operations Audit</u></p> <ul style="list-style-type: none"> <li>• Conduct Strategic Planning to identify the key audit strategic direction of the IAS for a five-year period</li> <li>• Conduct Baseline Assessment of Internal Control System (BAICS) of TESDA</li> <li>• Conduct assessment of control risks and internal audit risks of TESDA</li> <li>• Develop the Annual Work Plan and Audit Engagement Plans based on the results of conducted strategic planning and BAICS</li> <li>• Regular monitoring and evaluation on auditee's implementation of audit recommendations</li> </ul> <p><u>Conduct of Compliance Audit (to accredited ACs and registered programs of TVIs)</u></p> <ul style="list-style-type: none"> <li>• Monthly monitoring and evaluation by the IAS and ROs of the implementation and accomplishment in the conduct Compliance Audit to accredited ACs and registered programs of TVIs</li> <li>• Quarterly meeting with the designated Regional Compliance Audit Focal Persons to discuss and agree on the status of accomplishment, implementation issues/gaps and provide recommendations to resolve said issues/gaps</li> <li>• Regular review and evaluation of Operating Procedures on the conduct of compliance audit every end of the year and/or as needed to identify areas for improvement</li> <li>• ROs to perform random Spot verification on the compliance of ACs/TVIs based on the documents of compliance submitted by the POs/DOs</li> </ul>



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c. Strict implementation of rules and regulations on the liquidation of cash advance	100% of cash advances liquidated within the prescribed period pursuant to the provisions of COA Circular No. 2009-002 dated May 18, 2009; COA Circular No. 2012-004 dated November 28, 2012; CSC Resolution No. 040676 dated 17 June 2004 entitled "Policy Guidelines to Govern Liquidation and Cash Advances and the Penalty Imposed for Failure of Accountable Officers to Liquidate Within Prescribed Period" and the ruling of the Supreme Court in the case of Edna J. Jaca vs. People of the Philippines and Sandiganbayan (G.R. No. 156967; January 28, 2013)	Financial and Management Service (FMs) Counterparts in the ROs	FMS to implement quarterly monitoring of liquidations at the COROPO level to ensure that the Agency is able to comply with the COA requirements.	As prescribed by COA Circular No. 2009-002 dated 18 May 2009; COA Circular No. 20L2-004 dated 28 November 2012; CSC Resolution No. 040575 dated 17 June 2004; and the ruling of Edna J. Jaca vs. People of the Philippines and Sandiganbayan (G.R. No. 166957; January 28, 2013)
d. Strict implementation of RA 9184 in the procurement of goods and services amounting to Php 1 Million and above	Approved Award of Contract	Bids and Awards Committee Secretariat Bids and Awards Committee	Every procurement project amounting to Php 1 Million and above	BAC and BAC Secretariat to ensure that the provisions of the Revised IRR of RA 9184 in every stage of the procurement process are being observed.
<b>2. Quality assured TESDA Programs and Services</b>				
a. ISO 9001:2015 Certification	Maintenance of ISO 9001 :2015 Certification	Management Division/FMS  Process Owners  Quality Manager  National Quality Management Committee	Maintenance of ISO 9001:2015 2021-onwards	QMS Secretariat and Process Owner to ensure compliance to ISO 9001:2015 Standards and the Agency systems and process. Conduct capability build up and Internal quality Audit to assess the QMS implementation at all levels. Expansion of the QMS Scope to the TESDA Technology Institutions (TTIs) frontline services with three (3) Pilot Sites in 2022. Include other TTIs in 2023-2025.
<b>b. Review, deliberation, and validation</b>				
b.1 Prioritization of Qualifications for Training Regulation Development	Prioritized Qualification for Training Regulation Development Presented to TESDA Board COmmittee and approved by TESDA Board	Qualifications & Standards Office (QSO) TESDA Board Committee	Annually	TESDA Board and Committee to prioritize the review, deliberation, and validation of Training Regulations prepared and presented by the QSO.



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b.2 New and Revised Training Regulations	<p>Number of Promulgated Training Regulations</p> <p>Number of CATs</p>	QSO	Annually	<p>-TR Development: Technical Experts endorsed by the Industry Associations and other partners to develop/review and promulgate 20 TRs based on the prioritized qualifications endorsed by the Planning Office.</p> <p>Note: (Duration: 20 days/per TR Estimated Cost: 220,000/TR)</p> <p>-CATs Development: Technical Experts endorsed by the Industry Associations and other partners to develop/review 20 CATs</p> <p>Noted: (Duration: 15 days/CAT Estimated Cost: 220,000/CATs)</p>
b.2 Assessment Fee determination	Assessment Fees presented to TESDA Board Committee and approved by TESDA Board	<p>QSO</p> <p>TESDA Board</p>	Annually	<p>CPSDD-QSO to facilitate the formulation /determination of Assessment Fees (AFs) based on developed CATs</p> <p>Prepare TOR</p> <p>Convene technical experts to be endorsed by the Industry Associations (IAs), NGAs or other partners</p> <p>Facilitate AFs determination workshops.</p> <p>Facilitate consultation with NTRC on the formulated/determined AFs</p> <p>Present CATs to TB-JFSSSDC as part of AFs presentation for approval.</p> <p>Duration/PCT: 8 Days Est. Budget Cost: 48,000/AFs</p>
Quality-assured Assessment and Certification System		Certification Office		



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d.1 Installation of CCTV cameras in Assessment Centers	100% of Assessment Centers installed with CCTV Cameras and are accessible to the Regional and Provincial Command Centers	Regional and Provincial Offices Accredited Assessment Centers Regional Office	Every accreditation application	Regional and Provincial Offices must ensure compliance of ACs. CCTV specification must be compliant to the existing guidelines.  Ensure accessibility to all CCTVs of Assessment Centers.
d.2 Installation of Command Centers	17 Regional Command Centers and 89 Provincial Command Centers established	Provincial Office Certification Office	Maintenance of the command centers	Issuance of revised Implementing Guidelines in the Issuance of E-Certificate.
d.3. Issuance of ECertificate system	Institutionalization within 2022	ICT Office	Within 2022	Conduct of orientation to assessment centers and ROPOs on system operation
d.4 Instilling of Values in Competency Assessors Integrity Professionalism Among others	Capability Building Program for Competency Assessors conducted	Certification Office ROPOs	2022	CO CARES for Competency Assessors CAMP ASSESS Finalization of Competency Assessors Handbook
d.5 Code of Ethics for Competency Assessor	Draft Code of Ethics for Competency Assessors	Certification Office ROPOs Legal Division	2022	Development of Code of Ethics for Competency Assessors
d.6 Contract with Competency Assessors	Template of Contract for Competency Assessors	Certification Office ROPOs Legal Division	2022	Preparation of Contract with Competency Assessors, integration in the OP
d.7 Certification of Processing Officers	Competency Standard for Data Encoding and Management Level II developed	Certification Office Qualification and Standards Office	2022 2023	QSO to develop and deploy Training Regulation and CATs CBP for Prospective Lead Assessors for Processing Officers
d.8 Implementation of TESDA Seal of Integrity	17 Assessment Centers awarded with TESDA Seal of Integrity	Certification Office Regional and Provincial Offices	2022	Promote TESDA Seal of Integrity to encourage application from Assessment Centers
d.9 Philippine TVET Competency Assessors Framework	1 Philippine TVET Competency Assessors Framework drafted	Certification Office TESDA Board	2023	Formulation of the PTCAF



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Quality-Assured Program Registration System		Certification Office Regional and Provincial Offices		
e.1 Real time updating of compendium of registered programs	Number of registered program monitored (real time)	Certification Office ICT Office	Upon registration/issuance of the CTPR	Real time reporting of registered programs through the Real Time Compendium.
e.2 Process Cycle time for the processing of applications for Program Registration	100% of received applications for program registration processed within 3 working days.	Regional and Provincial Offices Certification Office	3 working days	Monthly monitoring of processing of applications for program registrations through Tracking Sheets.
<b>3. Sustaining a culture of excellence, innovativeness, and integrity among TESDA Officials and Employees</b>				
a. Holding of moral and character development related activities	Implementation of programs per Workforce Training and Development Plan (WTDP)	TESDA Development Institute (TDI) / HRMD/AS	As scheduled per WTDP	Monitoring and Evaluation of Training Programs (ONTOP, Public Service Values, Seminar on RA 9184, Seminar on Integrity, Transparency, Accountability in Public Service-ITAPS)
b. Strict adherence to the TESDA Code of Conduct	Number of complaints received under acted upon under the provisions of the TESDA Code of Conduct	Contact Center Unit – PIAD; Financial and Administrative Services Division (FASD); IIAS	Daily	Immediate transmittal of complaints to the IIAS and regular monitoring of the same
c. Implementation of Program on Awards and Incentives for Service Excellence (PRAISE)	Review and revision of PRAISE	Human Resource Management Division (HRMD) / Administrative Service	Continuing activity  March 2022	Dissemination of guidelines to COROPOTIs through Memorandum re: On-the-Spot Award Recognition for TESDA Officials and Employees  Amendment/revision of Circulars on TVET Training Exemplary Award (TTESA) and TESDA Model Employee of the Year Award (TMEOYA)
2. Quarterly monitoring of status of cases and complaints against TESDA officials and employees lodged with their respective agencies, Office of the Ombudsman, Sandiganbayan, CSC, and regular courts	Quarterly monitoring report posted	LD/ODG	Continuing activity	Submission of Quarterly Monitoring Reports of the status of cases and complaints against TESDA officials and employees



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<p>3. Capacity building for complaint/case investigation that includes training on:  a. Anti-corruption laws, rules and regulations  b. Administrative Discipline Manual  c. Other related modules</p>	<p>Training conducted among personnel involved on integrity and efficiency</p>	<p>TESDA Development Institute (TDI)/ Human Resource Management Division (HRMD)</p>	<p>As scheduled</p>	<p>Monitoring and Evaluation of Training Programs (ONTOP), Public Service Values, Seminar on RA 9184, Seminar on Integrity, Transparency, Accountability in Public Service-ITAPS)</p>
<p>Discussion of Client Satisfaction Feedback in Management Committee Meeting</p>	<p>Minutes of the meeting</p>	<p>Management Division as NQMC Secretariat</p>	<p>Quarterly or as needed</p>	<p>QMS Secretariat to ensure discussion of Client Satisfaction Feedback in the Management Review Committee meetings</p>
<p>Discussion of Administrative Issues and Concern during the conduct of Planning and Program Assessment</p>	<p>Minutes of the meeting</p>	<p>INTERIM INTERNAL AFFAIRS SERVICE (IIAS)</p>	<p>Every end of the quarter</p>	<p>On the status of administrative complaints/cases, to which the IIAS is the OPR, it is indicated as "Annual Verifiable Target/Milestone" that the data will be posted and updated. It is respectfully submitted that pursuant to Sec. 13 of the Data Privacy Act, processing of Sensitive Personal Information is prohibited. As defined under Sec. (i) "Sensitive Personal Information includes information regarding any proceeding for any offense committed or alleged to have been committed by such person, the disposal of such proceedings, or the sentence of any court in such proceeding. Under the said law, the processing of Sensitive Personal Information can only be allowed under the ff circumstances:</p> <p>(a) The data subject has given his or her consent, specific to the purpose prior to the processing, or in the case of privileged information, all parties to the exchange have given their consent prior to processing;</p> <p>(b) The processing of the same is provided for by existing laws and regulations: Provided, That such regulatory enactments guarantee the protection of the sensitive personal information and the privileged information: Provided, further, That the consent of the data subjects are not required by law or regulation permitting the processing of the sensitive personal information or the privileged information;</p> <p>(c) The processing is necessary to protect the life and health of the data subject or another person, and the data subject is not legally or physically able to express his or her consent prior to the processing;</p>



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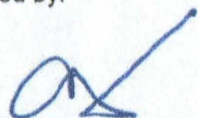
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Discussion of Administrative Issues and Concern during the conduct of Planning and Program Assessment	Minutes of the meeting	INTERIM INTERNAL AFFAIRS SERVICE (IIAS)	Every end of the quarter	<p>(d) The processing is necessary to achieve the lawful and noncommercial objectives of public organizations and their associations: Provided, That such processing is only confined and related to the bona fide members of these organizations or their associations: Provided, further, That the sensitive personal information are not transferred to third parties: Provided, finally, That consent of the data subject was obtained prior to processing;</p> <p>(e) The processing is necessary for purposes of medical treatment, is carried out by a medical practitioner or a medical treatment institution, and an adequate level of protection of personal information is ensured; or</p> <p>(f) The processing concerns such personal information as is necessary for the protection of lawful rights and interests of natural or legal persons in court proceedings, or the establishment, exercise or defense of legal claims, or when provided to government or public authority.</p> <p>Hence, without any showing that the reason for posting and processing the sensitive personal information falls under the above-quoted exemptions, it is our position that posting the status of the administrative cases against TESDA employees is violative of the Data Privacy Act of 2012 _____</p>
Enhanced website and Contact Center Unit which serves Public Assistance Counter	Monitored emails, queries, follow up and feedback from the public	Public Information and Assistance Div., ODDG, TESDO	2022-2023	<p>*Provision of QR Code for Client's Customer Satisfaction Feedback Form *Renovate the counter *Procure Customer Relations Management System</p>
<b>D. PRACTICE CONTINUOUS IMPROVEMENT TOWARDS EFFICIENT AND EFFECTIVE DELIVERY OF SERVICES (from TESDA Integrity Pledge)</b>				
Capability Building (CO CARES) for Implementers of Program Registration	100% of ROPOTVIs provided with technical assistance	CO PRD Regional and Provincial Offices	Quarterly	Conduct of CO Capability and Resource Enhancement Sessions (CO CARES) for PDs, UTPRAS Focals and TVIs Provision of Technical Assistance to TVET Institutions and ROPOs



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Capability Building (CO CARES) for Implementers of Assessment and Certification	100% of ROPOACs provided with technical assistance	CO CAD Regional and Provincial Offices	Conduct of CO Capability and Resource Enhancement Sessions (CO CARES) within 1 month upon issuance of guidelines	Conduct of CO Capability and Resource Enhancement Sessions (CO CARES) for PDs, CAC Focals and ACs Provision of Technical Assistance to Assessment Centers
Amendment of Guidelines on PTCACS	Amended PTCACS Guidelines deployed	CO CAD	2022	Consolidate recent issuances on PTCACS for the amendment of the existing guidelines
Development / Updating of Operating Procedures	Number of policies developed and disseminated	CO PRD CO CAD	Annual	Conduct of Consultation Meeting and Focused Group Discussions with TVET and Industry Partners, and other Stakeholders. Presentation to the Inter Cluster Committee and deployment of approved guidelines to the ROPODOs.
<b>E. ENGAGING OUR SOCIAL PARTNERS IN ENHANCING TRANSPARENCY AND ENFORCING ACCOUNTABILITY (from TESDA Integrity Pledge)</b>				
Adoption of Industry-based Assessment and Certification Systems	Logistics, ICT, Tourism Construction Sectors Operating Procedures in the Recognition of Industry-based Assessment and Certification System	CO/QSO	Annual	Draft IG on Industry-based Assessment and Certification Systems
		CO	Annual	Identification of demand driven programs
Partnership / Consultation with TVET Associations and Industry Boards/Associations in development of policies and guidelines and Advocacy of Programs	Number of policies and guidelines developed	CO/PLO	Annual	Conduct of Consultation Meeting and Focused Group Discussions with TVET and Industry Partners, and other Stakeholders.

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